

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Data Encoder

Class Code: 20332

A. Purpose:

Operates data encoding equipment to encode data into computer files for later retrieval or immediate processing.

B. Distinguishing Feature:

The Data Encoder encodes data directly as presented with little or no latitude to alter the information being entered.

The Senior Data Encoder serves as a lead worker over other data encoders by participating in interviews and recommending a selection, providing information on other encoders to be incorporated into their performance planning and review document, training new encoders and determining if they are able to handle the equipment and specific jobs, and may direct the activities of a particular shift.

The Data Entry Supervisor is responsible for data entry operations or a data entry unit and supervises data encoders to include the completion of performance planning and review documents, or supervises the entire data entry quality control for the department.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Encodes information from department forms into the data system to ensure information is accurately processed.
2. Verifies specified jobs to detect and correct possible encoding or other errors to ensure data is error free.
3. Queries data files for information per request of the staff or other agencies to ensure requested information is provided.
4. Punches and verifies programs or data onto cards to provide users with documents to be used in processing information.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to Data Entry Supervisor.

E. Challenges and Problems:

Challenged to meet deadlines and to keep errors to a minimum while maintaining speed.

Typical problems include correcting typographical errors, correcting errors when verifying other encoders' entries, wrong procedure codes, and whether to process forms that appear to contain errors.

F. Decision-making Authority:

Decisions include correcting spelling errors or deciding what a number is, job priorities, when to start a case file, sending and retrieving records, when to help other encoders, which system or screen should be entered on first, when to notify supervisor of mechanical problems, and programming formats for jobs encoded.

Decisions referred include the correction of obviously wrong information, errors in batch totals, new data entry requests not covered in procedures, and when in doubt on an error or what is to be entered.

G. Contact with Others:

Daily contact with agency staff or other users to receive advice or to seek information on encoding problems and with the general public to clarify data or to answer their questions.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation.

Ability to:

- understand and apply written instructions;
- communicate information clearly and concisely;
- count accurately and record numerical and alphabetical data on forms;
- compare information and recognize discrepancies;
- type accurately at a reasonable rate of speed on specialized data entry equipment which consists of alpha-numeric keyboard(s).